Approved For Release 2003/08/25 : CIA-RDP60-00594A000200010031-0

RPS 10-4

ECE-3232

Ring 3

Assistant to the DD/I (Admin)

4 OCT 1956

Director of Training

Requests for Approval of OCR Training Programs

REF : Memoranda, and attachments, dated 5 and 19 September from OCR forwarded to this Office under your transmittal slip of 26 September 1956.

1. This Office has reviewed the description of the course conducted by OCR entitled, "Physical Factors of Industrial Organization and Production," and approves it for the purposes of Regulation [redacted] Reporting of enrollees in the courses should be made monthly to OTR on Forms 1025 for each individual. If the course is open to employees of other components, we suggest that you authorize OTR to publish this description in the OTR Bulletin and the appropriate section of the Catalog of Courses.

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2. With regard to the request from OCR for approval of the four training programs to be initiated on the adoption of the Minicard system, we suggest that as each program is started, additional details concerning the objectives and programming of the courses be made available to this office so that a review for the purposes of the regulation can be made. For the external phases of these programs, i.e., instruction conducted at manufacturer's plants, enrollments and periods of training may be reported to OTR monthly for each person participating without further description of the training.

3. With regard to the hours of credit for persons enrolled in correspondence or home study courses the Office of Training will report monthly on all officially sponsored enrollments. The monthly figure reported by OTR will be based on the estimate, given in the catalog of the school, of the number of hours of study required for completion of the full course. The total number of hours will be distributed equally over the number of months usually required for the courses as indicated by the school's catalog. OCR will not need

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NO CHANGE in Class. ☐
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Class. CHANGED TO: TS S C
DDA Memo, 4 Apr 77
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Date: 6/1/78

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SUBJECT : Requests for Approval of OCR Training Programs

to report the on-duty time spent in such study as this will be covered in the hours reported by OTR. Students who withdraw from home study courses or complete such courses ahead of the schedule should be reported by the sponsoring component to the Language and Area School, Office of Training.

MATTHEW BAIRD

OTR/PPS/PMF:sad
3 October 1956

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